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P278R
1947/48

PASADENA CITY COLLEGE
LIBRARY
ANNUAL REPORT

1947-1948

THE LIBRARY OF THE
JUL 5 - 1948
UNIVERSITY OF ILLINOIS

027
P278R
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PASADENA CITY COLLEGE LIBRARY STATISTICAL REPORT

1947-1948

BOOK COLLECTION

Volumes in Library July 1, 1947 37,917

Accessions during the year

By binding 210
By previous accession 83
By gifts 228
By purchase 1947-48 1,440
TOTAL volumes added 1,961

TOTAL number of volumes during the year 39,878

Volumes withdrawn during the year

Lost and paid 75
Discarded 709
TOTAL volumes withdrawn 784

TOTAL VOLUMES IN LIBRARY JULY 1, 1948 39,094

CIRCULATION

Summer Session, 1947 3,963

Extended Day 6,394

September-June, 1947-48 73,350

(Daily average,
September-June 473)

TOTAL CIRCULATION FOR THE YEAR 1947-48 83,707

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PASADENA CITY COLLEGE LIBRARY

ANNUAL REPORT

1947-1948

It is with pleasure that I submit the following report of library activities during the school year 1947-48. This, my first year as Head Librarian of Pasadena City College, has been a most pleasant one, enhanced by renewed friendships with my former teachers, and by profitable contacts with many new members of the faculty and administration. My staff has been most cooperative in smoothing my path toward mastery of the administrative details of a position filled so capably for so many years by Miss Winifred E. Skinner.

NEW BUILDING

The year has been highlighted by the development of plans for our long-needed library building. Between January, when the announcement of the appointment of an architect to draw up plans for the building first appeared, and the middle of May, when the completed plans were forwarded to the State Division of Architecture for approval, a great deal of concerted activity took place. At my suggestion, Mr. Willis H. Kerr, Librarian of Claremont Colleges, and one of the country's foremost authorities on library buildings, was called in for preliminary conferences with the architects, Bennett and Bennett. In order to observe housing facilities in other junior college libraries of Southern California, I undertook a series of visits, during February and March, to all the junior colleges in this area, for the purpose of collecting information which might aid us in planning our building. Campuses visited included: Fullerton, Santa Ana, Mt. San Antonio, Compton, Muir, Chaffey, San Bernardino, Riverside, Glendale, Los Angeles, East Los Angeles, and Santa Monica. Floor plans were collected from many other libraries as well, and the preliminary suggestions which we submitted to the architect reflected a study of all the latest information which we could obtain.

We requested a total of approximately 28,000 square feet for the new building. The resultant preliminary plans drawn by the architect were very interesting and stimulating, although they had certain defects from a librarian's point of view; and they furnished an admirable basis for further study and discussion. The type of building proposed was a one-story, reinforced concrete structure, with a partial basement for stack expansion, a lecture hall to seat 400, two large reading rooms each to seat 300, conference rooms, periodical and document storage rooms, an audio-visual department, a soundproof listening room for phonograph records, and the usual offices and workrooms. A modified type of "modular" or flexible construction was to be used, and it was estimated that the building would cost \$300,000, which was the amount originally allocated. Estimating 35,000 square feet in the structure, the cost per square foot will be somewhat less than \$10. The stack area, on two levels, would provide for a book capacity of 75,000 volumes. The seating capacity would be in excess of 600 students.

With the closest cooperation of Mr. Robert Bennett, the architect, and Mr. Roy Fredin, of the Building Planning Division of the Board of Education, the plans were finally revised to the satisfaction of all concerned and approved by the Board. Still further information was needed, however, prior to the detailed planning of methods, techniques and arrangements to be employed in the new building, so that at Dr. Harbeson's and Dr. Sexson's recommendation, the Board of Education authorized me to visit a number of outstanding college libraries in the Middle West, during the period of May 13 to June 4, 1948. The libraries visited included: Stephens College, Indiana University, Rockford College, State University of Iowa, University of Nebraska, University of Colorado, and the Colorado State College of Education. A separate report has been submitted describing these visits and setting forth the many useful ideas which were gained from the trip.

It is hoped that the new building will be completed during the coming school year.

CIRCULATION FIGURES

The statistical report prefaced hereto speaks for itself, but I should like to point out the increase in circulation figures over last year. Our total circulation for the year 1947-48, which was 83,707 volumes, represented an increase of 12,913, or 15.4%, over the year 1946-47. The average daily circulation for 1947-48 was 473, an increase of 75, or 15.8 %, over the previous year. Our peak circulation of the year was on February 27, 1948, when we circulated 714 volumes, but two other days also topped the 700 mark.

PHYSICAL ARRANGEMENTS

Several important changes were made in our physical set-up this year. The first was occasioned by the transfer to the Library of the materials formerly housed in the Social Science Reading Room. These were divided, the supplementary texts being placed in the alcove of the Reference Room, and the pamphlet materials being merged with our pamphlet collection downstairs. The former Reference Room on the lower floor was divided into two smaller rooms by a partition, providing a Pamphlet Room in the front and a badly needed storage room in the rear. The reference books were moved upstairs to the west end of the reading room, which was transformed into a new Reference Room. Six standing bookstacks in this room housed the bound periodicals formerly shelved around the walls of the room, and now replaced by the reference collection. The locked cases containing school archives, fine art books, and autograph copies, were moved to the east end of the reading room.

The pamphlet collection was thoroughly revitalized during the year, not only by the addition of the Social Science pamphlets, but by the systematic ordering of

a great volume of new material, and by the elimination of antiquated items. Also, in order to promote the circulation of this material, and make it more usable by students, the large general collection was rearranged in several smaller, subject units. These were:

1. Business File
2. International Relations File
3. Vocation File
4. Consumer File
5. Public Affairs Pamphlets
6. Headline Series

An immediate reaction was noted in an increased circulation, and in comments by students on the handiness and convenience of the arrangement.

In the process of building up our Vocation File, we undertook to secure additional copies of almost every title we ordered, for the purpose of starting a Vocational Library in the Guidance Department. The clerical details involved were considerable, but we were glad to have this part in setting up an on-the-spot file of occupational material, specifically for the use of counselors and counselees.

FRESHMAN GUIDANCE PROGRAM

One of the most vital needs in our college has been the provision of an adequate instruction of new students in the use of the library. Random visits to classrooms for library lectures have proved ineffective, and of course the increase in our student body has intensified the problem. The inauguration of a new Freshman Orientation program, during the second semester of 1947-48, furnished a welcome opportunity for a new, more systematic approach to this problem. We compiled a booklet entitled, "Know Your Library," which was given to every new student for insertion in his notebook. This booklet gave a brief

introduction to the use of the card catalog, the periodical indexes, and principal reference books, together with a short explanation of library rules and regulations. It was followed up by an illustrated lecture on the library, given in the auditorium to several combined groups of freshmen. The lecture was followed in turn by class discussion in the various groups. This program will be continued and expanded in the fall of next year, and we hope that its apparent initial success will be repeated on a larger scale.

FACULTY BOOK CLUB

In order to provide the faculty with current, recreational, and stimulating reading, a book club was organized, similar to a lending library, with headquarters in the Librarian's office. Thirty-five faculty members joined, and we purchased a total of 36 books during our first year, each of which circulated several times. Members were offered the opportunity of purchasing the books at bargain prices at the end of the year. A great deal of interest and appreciation has been expressed in the club, so that we plan to continue it next year.

GIFTS

Our thanks are due to many members of the faculty and friends of the library who enriched our collections during the year by welcome gifts, notably the following: Dr. Harry Markolf, for a complete file of Life Magazine; Mrs. Walter C. Fain, Chairman, Patriotic Services, Dixie Chapter, United Daughters of the Confederacy, for a copy of The Face of Robert E. Lee; Dr. Chester Stock, of the California Institute of Technology, for a collection of books formerly belonging to the late Dr. John C. Merriam.

STAFF

Our staff assignments for the year have, in general, followed the previous pattern:

Miss Alice B. Fowler	Reference and Periodicals
Miss Eleanor M. Homer	Cataloguing and Ordering
Mrs. Mabel H. Kennedy	Circulation and Processing
Mrs. Margaret B. McCaughna	Cataloguing and Bibliography

We are glad to report the addition of a full-time clerk, Mrs. Charlotte L. Hamm, to our staff. Mrs. Hamm came to us from the Social Science Reading Room, and her familiarity with that collection was a great asset in her new assignment as general library clerk, in charge of the Pamphlet Room.

An experiment was conducted, between September 22 and October 17, in keeping our upstairs reading rooms open during the Extended Day (from 4 to 7 P.M.). Previously, only the lower floor of the library had remained in use during this period, but it was found during this month's trial that the average attendance upstairs was 69.6, and that as many as 98 students came in on busy evenings; so the decision was made to keep the reading rooms open. Mrs. Letitia Luedke was employed on a part-time basis as reading-room supervisor, while Mr. George Hrebec, a Cal Tech student, was assigned to the circulation desk. Mr. Hrebec had to be replaced by Mr. James Rohrman near the end of the year, when he left to take a better position.

As usual, we had to rely largely on volunteer student assistants, who were awarded service points for paging, filing, discharging books, etc., although we were allowed an additional \$300. over and above the \$245. originally allotted to us for shelving help. Even this was inadequate, since our circulation has increased so tremendously, and we were totally unable to cope with the unending task of keeping our shelves in order. Miss Fowler had almost no help in the Reference Room, and it was necessary to leave the Pamphlet Room completely unmanned during two busy hours in the middle of each day.

RECOMMENDATIONS

We find that we must move our supplementary text-books into the Pamphlet Room in order to centralize and facilitate the circulation of this material. This added function will be too heavy for our clerk, unless the circulation process can be simplified. We therefore recommend the rental of an additional Gaylord charging machine for next year. This additional machine will be highly advisable, in any case, when we move into the new building and undertake the organization of a reserve book reading room.

Miss Alice B. Fowler, our Reference Librarian, is going on part-time next year, and we will be faced with the necessity of stretching our already overburdened staff to cover supervision of the reading rooms during a portion of each day. It is our hope and recommendation that an additional trained librarian be employed for next year to fill in Miss Fowler's time and also to be in charge of the Library during Extended Day; as we have noted a definite need for professional assistance during these evening hours. If this is impossible, our only recourse will be to depend upon paid clerical help; and we therefore recommend that a minimum of \$800. be allotted for this purpose next year.

The caliber of our volunteer student help always varies considerably, and we have hitherto been too busy to give more than the barest rudiments of instruction to them. We have long felt the need of a regularly scheduled, though perhaps informal, instruction of our student personnel. This we believe could best be achieved by the creation of a Library Council, which, by dint of official recognition as a campus organization, would provide an incentive for rendering service to the library, and would doubtless attract more and better-qualified students to serve as part-time library assistants. We recommend that steps be taken next year toward the organization of such a Library Council.

The question of library staff needs will, of course, have to be carefully reviewed when we move into the new building. It has been proposed that we take over the storage and servicing of audio-visual materials for the entire campus; and while we agree that this is essentially and logically a library function, we must point out that an additional clerk will be necessary to handle the numerous details of this new department. Likewise, the establishment of a separate Reserve Book Reading Room, while a vital requirement of our new building, will necessitate the employment of an additional trained librarian for supervision and direction of this area. We need not cross our bridges until we come to them, but it is well to be aware of future needs, and to plan accordingly.

Respectfully submitted,

Head Librarian



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